Administrative Match Users Guide

Helping Children!

INTRODUCTION 3

LOGGING INTO THE WASHINGTON MEDICAID SCHOOL-BASED ADMINISTRATIVE SYSTEM 4

USER LOGIN: 5
HOME PAGE 6
OVERVIEW: 6
STAFF & SECURITY DATA 7
User's Quick Start Guide to the Staff & Security Screen (See following sections for details) 7
Display Only Information 9
AdMatch Contracts and Staff – Filter List By: 9
AdMatch Contracts and Staff – Delete Staff: 10
AdMatch Contracts and Staff – Add Staff: 10
AdMatch Contracts and Staff – Delete Staff or Contracts By program Code: 11
AdMatch Contracts and Staff – Grant Access to Staff To enter the system: 12
AdMatch Contracts and Staff – Managing Staff Members Contracts: 14
TIME SHEET ENTRY 16
Step1 16
Step 2 16
Step 3 16
Step 4 17
Step 5 18
How Do I Delete a Time Sheet? 19
TIME APPROVALS – ELECTRONIC SIGN OFF 20
Overview 20
Step 1: Coordinator Reviews the Districts Time 20
Step 2: MAA Reviews the Time 21
Step 3: The district prints the A19 invoice and the accompanying backup report after MAA approval 22
Step 4: MAA Records when A19 has been submitted for Payment 22
CALENDAR 23
How to Add a Holiday or Break to the Calendar 24
How to Edit or Change a Holiday/Break for the Calendar 26
How to Delete a Holiday/Break from the Calendar 28
REPORTS 29
To Retrieve Timestudy Dates: Coordinator ONLY 30
COORDINATOR ADMIN FUNCTIONS 31
Time Sheet – Data Entry Date Filter 31
Time Sheet – Default Paid Time 31
Indirect Rate 31
CONTACT US 32
SIGN OUT 33
APPENDIX A – DOCUMENT UPDATE HISTORY 34

Introduction

Welcome to the Administrative Match on-line application. This is a web-based system that provides a simple and central doorway to communicate with MAA. Our goal is to give schools and other participating organizations a simple and easy-to-use graphical interface to:

- Retrieve data and reports quickly and accurately.
- Provide a common interface to collect and edit time reporting.
- Update the on-line calendar.
- Speed up and improve the accuracy of the A19 invoices with an electronic review process.
- Provide an automated generation of the A19 invoice.
- Contact MAA from any computer with web access.

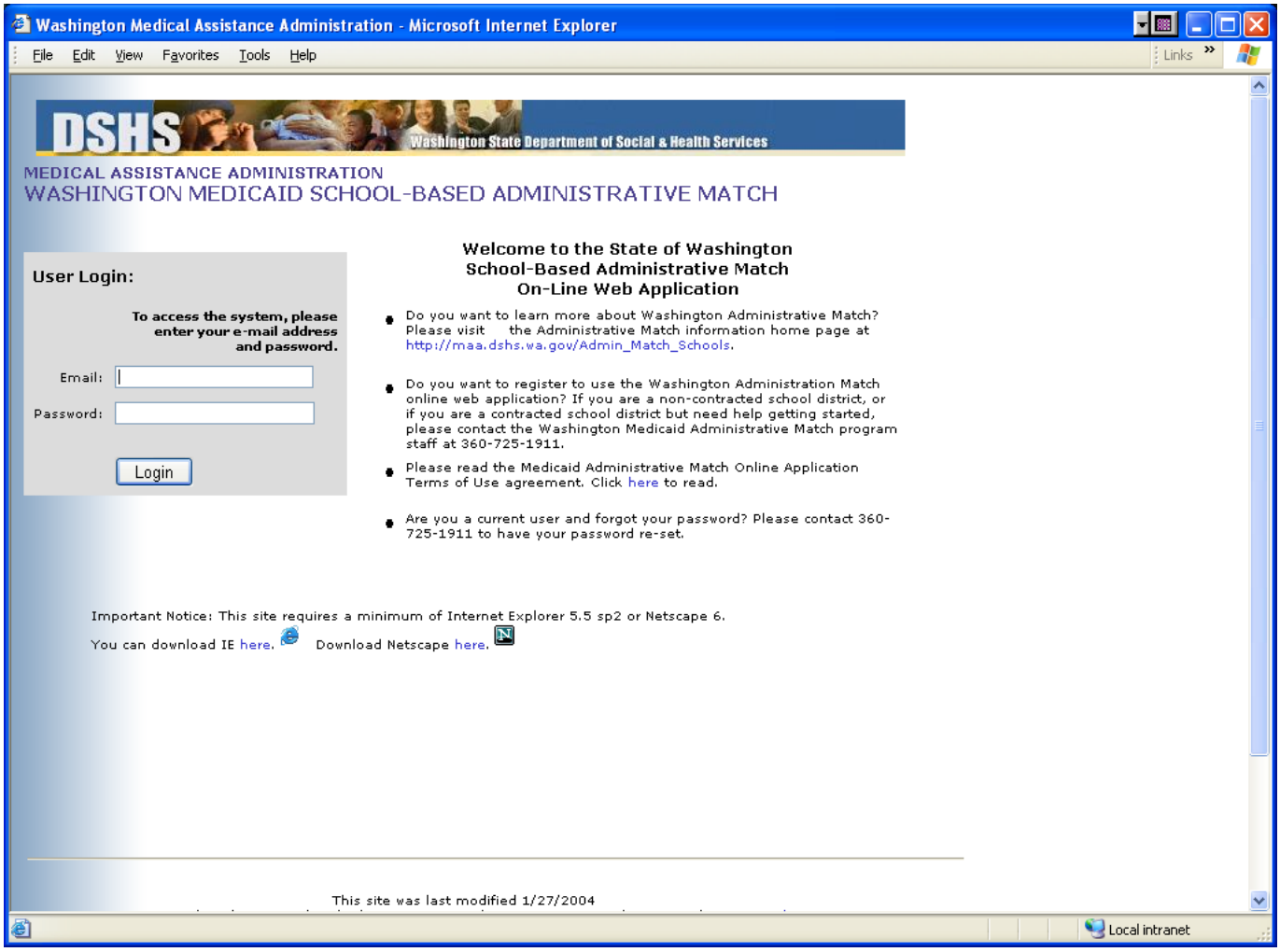
This document will take you through the functionality of the system. Our step-by step approach will give an overview and details for each option available.

Logging Into the Washington Medicaid School-Based Administrative System

This system is web based, so you can access it from any PC connected to the internet. The home page address is http://admatchmaa.dshs.wa.gov/ .

The system does have minimum requirements for the web browsers that may be used. Explorer 5.5 (sp2) or Netscape 6 (or newer of either) are the supported browsers.

Below is the login page as it should look:



Three important notes to highlight:

1) This is a secure system, and only authorized individuals are allowed entrance.
2) An electronic agreement to the terms of acceptance is required to gain access.
3) Help is a phone call away. See the main screen for contact information.

User Login:

Where is it? It is the gray box located on the left side of the screen.

Email: This is the email address on record with MAA and recorded in the system. This is essentially your user ID. If you do not know what this is, refer to the email we sent you and look at your email address or consult your IT support staff. If these steps fail, contact MAA for assistance.

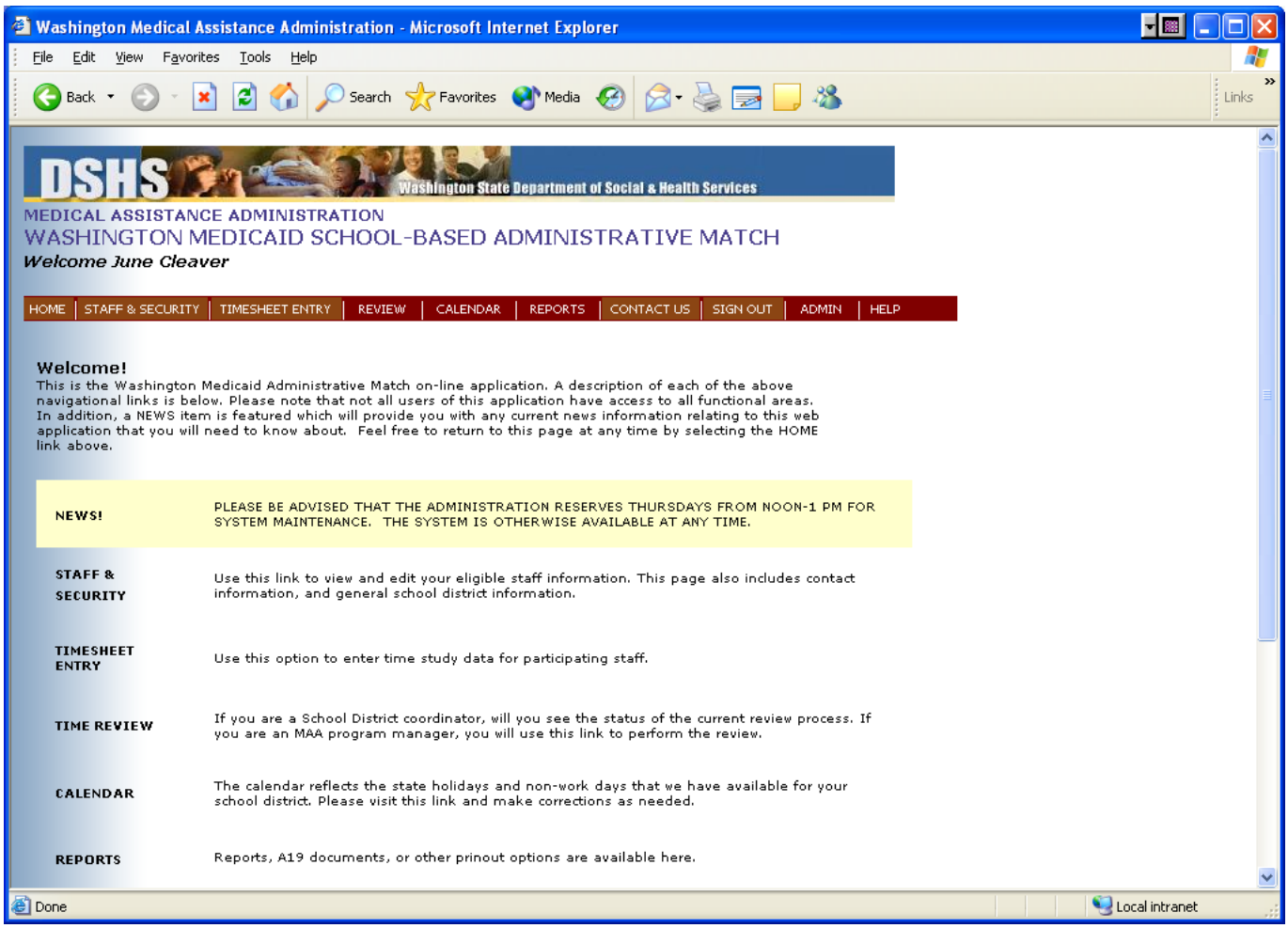
Password: This is your password into the system. DO NOT share this with anyone. As explained in the terms of acceptance, you are fully responsible for all actions used with this ID and password. If you feel your password has been compromised, you can call MAA or email MAA and have your password reset so that your next login will require you to specify a new password.

The first time you log in to the system, use the initial password assigned to you by MAA via email or phone. The system will prompt you to choose a new password the first time you log in. From then on, only you should know your password. If you happen to forget, please call MAA. Your password will be reset to a new temporary password, which you will need to change when you log in again.

If you have errors or cannot get access to the system, please call Ramona Roberts at (360)-725-1911 for assistance.

Home Page

This is what you should see after logging in as a coordinator, or something similar. Not all browsers render the picture exactly the same way. Other user types, such as a staff user, will see a smaller navigation bar across the top.



Overview:

This is the home page for the system after logging in. The red bar near the top is the navigation bar for the system. The high level functionality for each option is described after the yellow news box. Please pay attention to the yellow box when logging in. This is where MAA staff will put new or urgent information you may need to know concerning the AdMatch program.

To go to the topic of choice, you simply click on the topic name in the red menu bar.

Staff & Security Data

User's Quick Start Guide to the Staff & Security Screen **(See following sections for details)**

1. Open the System

   What does it mean to "open the system"?
   This is the process where the coordinator grants access to users to allow them into the system, for the coordinators district. The coordinator should keep their password secure to ensure only they can approve the districts quarterly time. But, grant others access into the district portal to assist in data entry.

   There are three basic security access levels
   - Coordinator Assistant
     All the rights of the Coordinator except approving & locking quarterly time records.
   - Building Coordinator
     All the rights of the Coordinator Assistant limited to their assigned building.
   - Staff User
     Login, Enter Time, and See Personal Time Report.

2. Staff Listing – Review Step 1

   The next step is to review the staff list of people, not the contracts. This personnel list is for AdMatch only, so we recommend the following steps

   - Delete all Non-Eligible Staff (100% Funded by other Federal programs, Non Participating…)
     If partially funded, DO NOT delete the staff member. Instead, keep the staff member in the list BUT delete the Federal Funded contracts from being used for reimbursement, OR reduce the contract amount to remove federal compensation. This includes salary and benefits.
     Removing these staff members will decrease the drop down selections to participating staff.
   - Add any missing Staff
     The data is preloaded from your S275 data this one time, but needs to be updated. Each school district will be responsible to maintain the data from this time forward.
   - Remember to Keep Coordinators in the staff listing.
     (Even if not filling out a timesheet, these staff must be in the listing to gain access to the system)

3. Training
   Each person, granted access to the system, will need to be trained by the coordinator or district expert on the aspects of the system pertaining to their duties. MAA is available by phone for questions, but delegates the district wide training and usage of the system to the school district.

4. Time Entry
   Now that participating users have been granted access, staff lists reflect only participating staff, and system users trained, time can be entered for each time study day, for each participant.

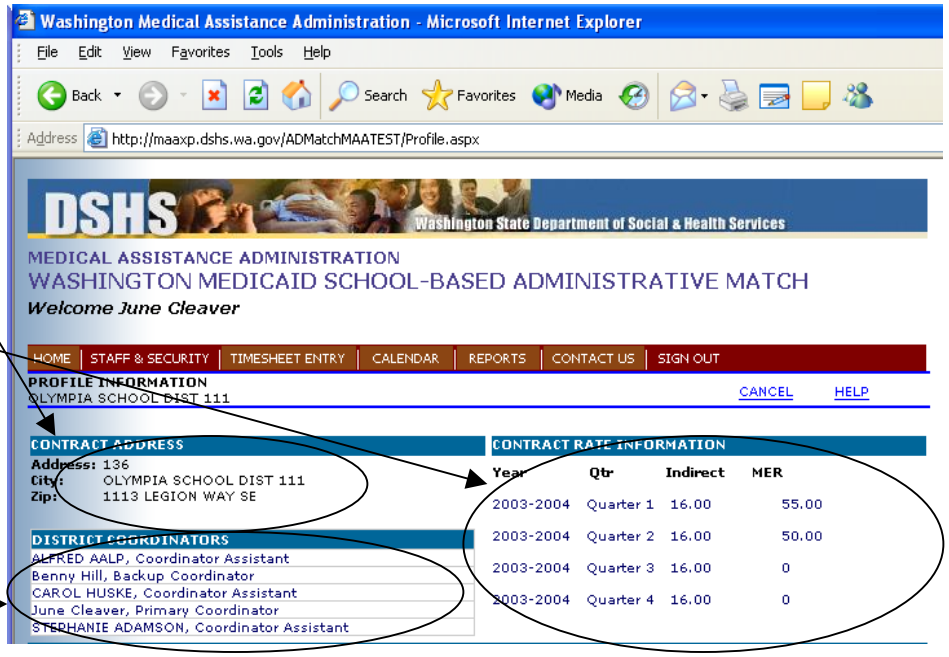
5. Staff Listing – Review Step 2
   The second pass at reviewing the staff in "Staff & Security" should focus on the accuracy of the contracts listed. Contracts ineligible can be marked ineligible, or deleted. ONLY contracts that qualify for AdMatch should be remaining, and the information accurate. The A19 will be generated from this contract detail.

Display Only Information

Contract Address:
This is maintained by MAA. It is the address reflected on contract for mailing the A19 check.

Contract Rate Information:
This is maintained by MAA. It is the rates used or going to be used for the A19 calculations.

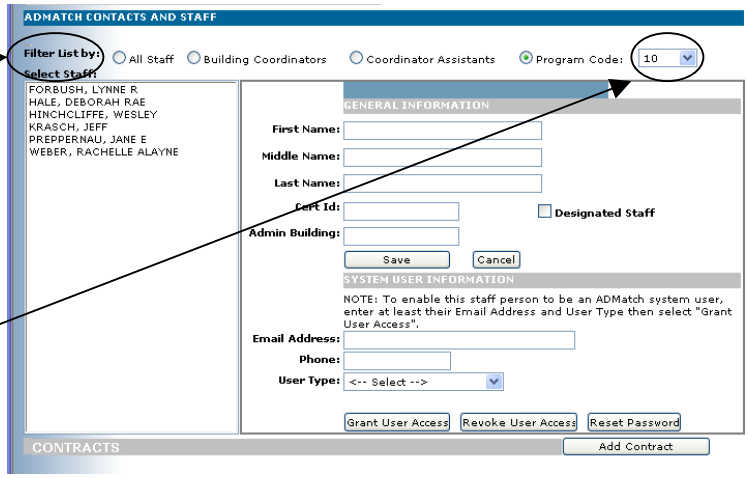
District Coordinators:
These are the staff personnel that have been assigned as coordinator or coordinator assistants. This is a result of granting access to individuals with the coordinator assistant role.



AdMatch Contracts and Staff – Filter List By:

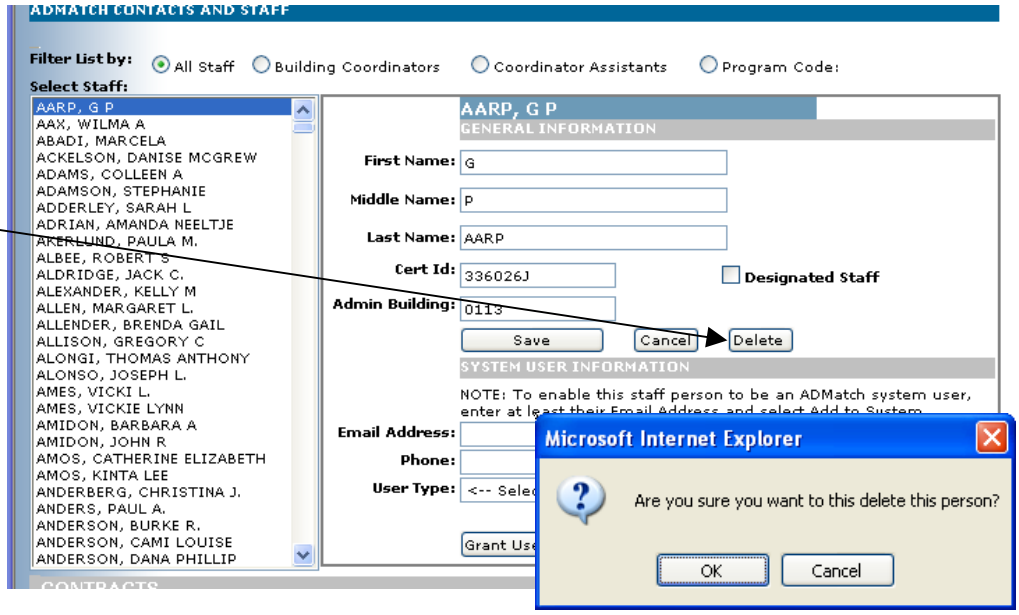
Purpose: Display only a targeted list of staff.
The four options are:

1. All Staff
   Display all staff personnel participating in the AdMatch program.
2. Building Coordinators
   Display the staff assigned as coordinators for their assigned building.
3. Coordinator Assistant
   Display all staff assigned with the Coordinator Assistant Role.
4. Program Code
   Click on the Radio button to select program code.
   A drop down list of program codes will appear. Select one by clicking, and the list will filter the staff list to only those staff that have a contract with the selected program code.



AdMatch Contracts and Staff – Delete Staff:

Locate the individual in the list. Click on the name. There will be a delay while the system loads the individual's data into the display area. To delete this staff member from the system, Click on the Delete button.
A dialog box will appear asking confirmation to delete – or not? Select "Cancel" to not delete, or "OK" to continue. There will be another delay (screen flash), while the system processes the request. When screen refreshes, the staff member is removed, and the screen is reset with nobody selected.

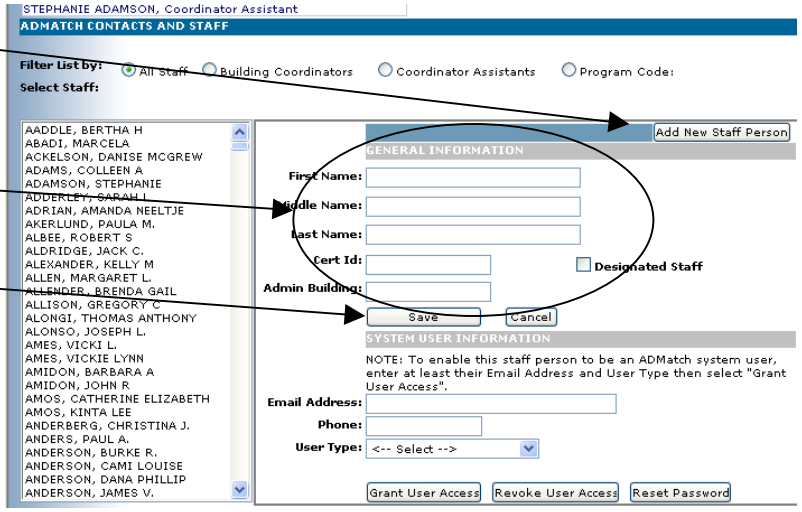


AdMatch Contracts and Staff – Add Staff:

Step 1: Click on the ***Add New Staff Person*** Button. This will clear the general information fields described below.

Step 2: Enter the general information for the staff member.

Step 3: Click ***Save*** to Add the staff to the listing. The screen will refresh, adding the staff member to the database and displaying to the staff list.



General Information consists of 6 possible data fields for starting a new staff member.

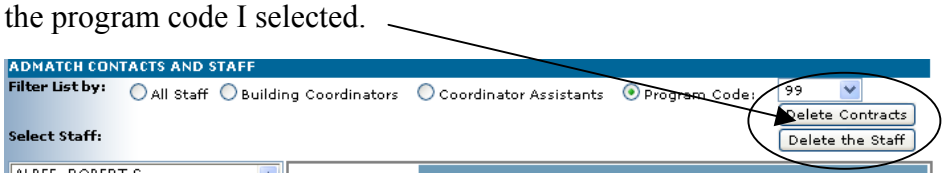
1. **First Name**: Required
2. **Middle Name**: Optional
3. **Last Name**: Required
4. **Cert ID**: Optional
   This is the teaching staff's certification ID. It is used to help uniquely identify staff.
5. **Designated Staff**: Optional
   This will be used later to flag staff members that are required to fill out time studies.
6. **Admin Building**: Required
   This indicates which building the staff members time will be reported. This is also used to determine which staff members the Building Coordinator will be able to view.

AdMatch Contracts and Staff – Delete Staff or Contracts By program Code:

Staff & Security Screen.

Purpose: Delete staff or Contracts, in bulk, by program code.

If I would like to delete all program code 99 (pupil transportation), since they are not participating in AdMatch for my pretend district, go to the filter list, select program code. I select program code 99 and wait for the system to refresh. I now see only individuals with program code 99 contracts. They may have more contracts, but they at least have one contract coded as program code 99. Two buttons appear under the program code I selected.



The first button will delete staff, who only have one contract, and it is the one listed.
The second button will delete ALL contracts for ALL Staff that have the selected program code.

If a person has 2 contracts, one is the selected program code, and the other not, they would not be deleted in the delete staff button.

AdMatch Contracts and Staff – Grant Access to Staff To enter the system:

There are three basic security roles to this system. Each allows entrance to the system, but also defines the view and functionality available to the user.

The three basic security roles are;

- Coordinator Assistant
  All the rights of the Coordinator except approving & locking quarterly time records.
  Suggestion:
  This would be a staff member that administers district level data such as staff contracts, time sheets, calendars, and district level reports.
- Building Coordinator
  All the rights of the Coordinator Assistant limited to their assigned building.
  Suggestion:
  This would be a staff member that administers a physical building and needs to see data such as staff in the building, time sheets for local staff members, and building level reports.
- Staff User
  Login, Enter Time, and See Personal Time Report.
  Suggestion:
  This would be a line level staff member that enters their own time, needs to see data such as their own time sheets, and reports of their time entered.

Assign a Coordinator Assistant

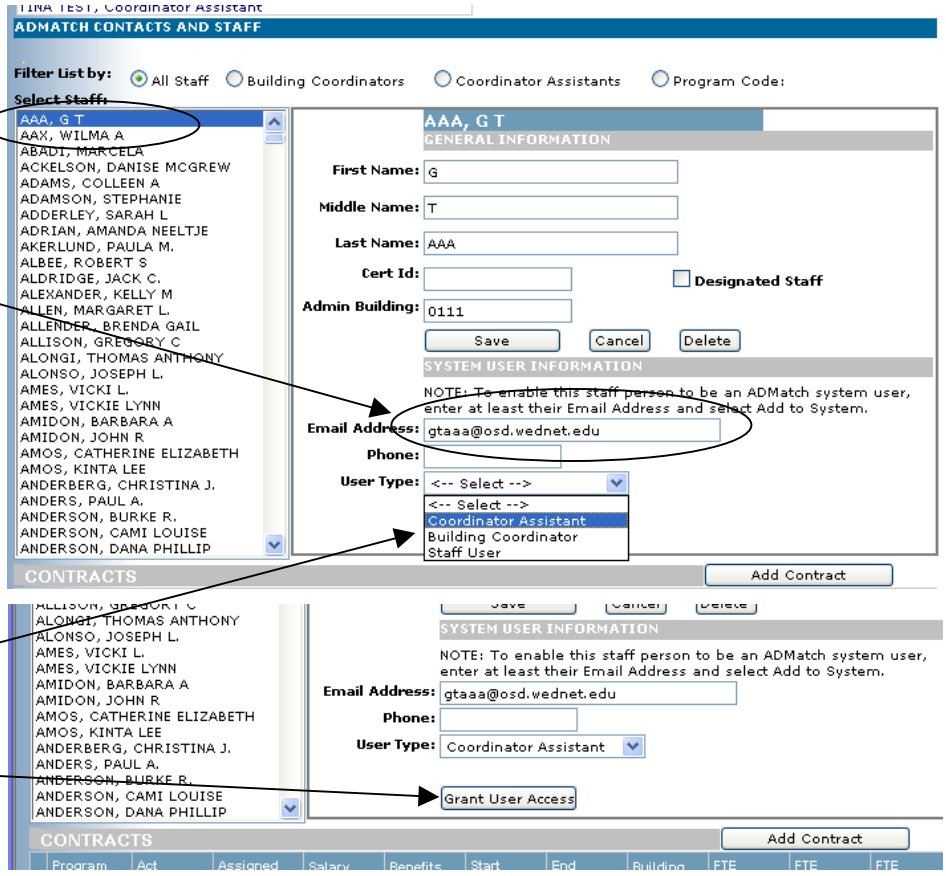
Step 1:
Select the staff member by clicking on the name in the Staff listing. This will fill in the general information area.

Step 2:
Type in the staff members district e-mail address. This is required, when granting initial access or resetting a password. An e-mail is sent with a first time password, which they will use for a first time sign on, and then be required to set their own password.
Phone is Optional.

Step 3:

Select the staff member's access role or ***User Type*** as described above. Here we are selecting the Coordinator assistant.

Step 4:
Click on ***Grant User Access*** and an e-mail will be sent to the staff member with a first time login id.



Assign a Building Coordinator

Step 1:
Select the staff member by clicking on the name in the Staff listing. This will fill in the general information area.

Step 2:
Type in the staff members district e-mail address. This is required, when granting initial access or resetting a password. An e-mail is sent with a first time password, which they will use for a first time sign on, and then be required to set their own password.

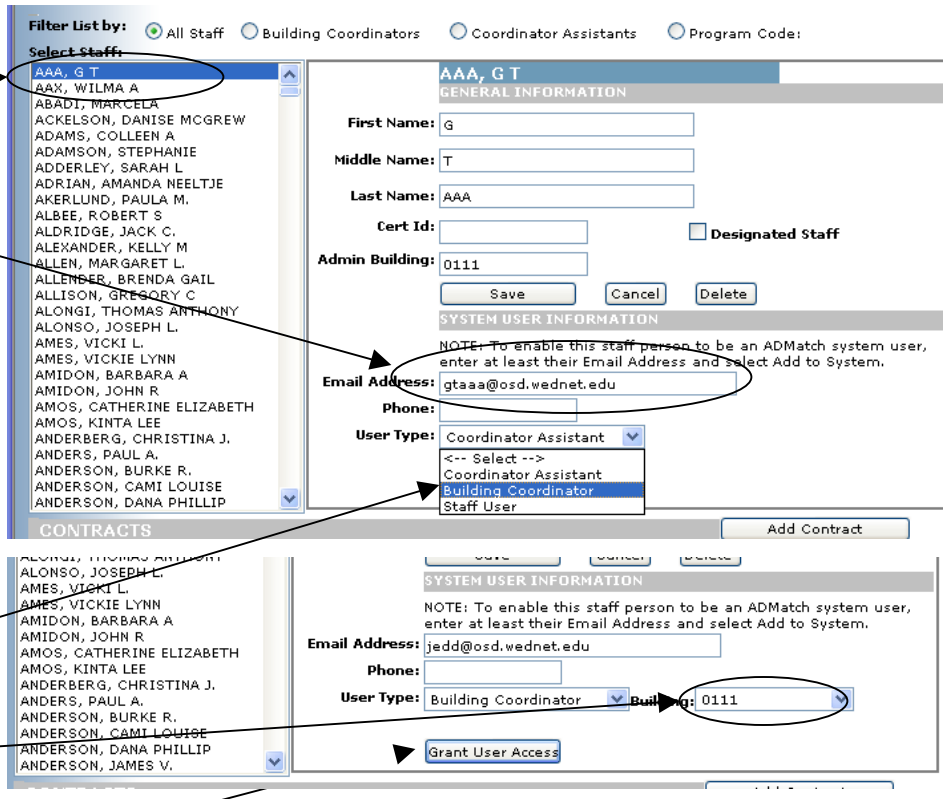
Phone is Optional.

Step 3:

Select the staff member's access role or ***User Type*** as described above. Here we are selecting the Building Coordinator.

Step 4:
Assign the Building Coordinator to a building. **Required

Step 5:
Click on ***Grant User Access*** and an e-mail will be sent to the staff member you entered, with a first time login id.



Assign a Staff User

This process is the same as adding a Coordinator assistant (above), except choosing "Staff User" for the ***User Type*** list. Please see Assign Coordinator Assistant fir the detailed steps.

AdMatch Contracts and Staff – Managing Staff Members Contracts:

Upon initial implementation of the system, MAA loaded the S275 data that school districts submitted to OSPI. But, this data is simply a snapshot, to minimize data entry, and not up to date. It is the responsibility of each school district to manage this data. It can be Changed, Deleted, or Added.

Suggested Strategy:
Delete all contracts that are not eligible for reimbursement. This includes supplemental contracts that might not be "reasonable", or appropriate. Maybe a particular contract for an individual is 100% funded by another Federal program, or earmarked by special funds that might not qualify for Admatch.
Review the contracts before printing the A19. The financial info in the contracts area is used to calculate the reimbursable costs. School districts are responsible for all information in the system.

Interpreting The Contracts

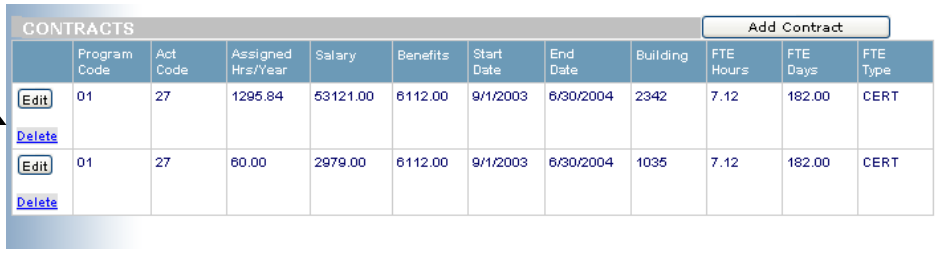
CONTRACTS — Add Contract

	Program Code	Act Code	Assigned Hrs/Year	Salary	Benefits	Start Date	End Date	Building	FTE Hours	FTE Days	FTE Type
Edit Delete	01	27	1295.84	53121.00	6112.00	9/1/2003	6/30/2004	2342	7.12	182.00	CERT
Edit Delete	01	27	60.00	2979.00	6112.00	9/1/2003	6/30/2004	1035	7.12	182.00	CERT

Field Name	Field Description	System Use
Program Code	See Appendix A of the S-275 Personnel Reporting Instructions. It is often associated with school district budget codes	Edits & Auditing
Act Code	This is the activity code as defined in Appendix A of the S-275 Personnel Reporting Instructions.	Edits & Auditing
Salary	The Annual salary for the contract. It does not matter what kind of contract.	A19
Benefits	The annual benefits provided for the employee. This will ONLY be collected from one contract. If there are base contracts, contract Type = 0, the application will pull from the one that has the largest salary. If no contract Type = 0, then the application will again sort by salary, and grab the benefits from the record with the largest salary.	A19
Start Date	First Day the contract is effective. If there is no contract with a Start and End date surrounding the time study day, the staff member will not be in the selection list for entering time study days.	Edits & Auditing
End Date	Last Day the contract is effective. If there is no contract with a Start and End date surrounding the time study day, the staff member will not be in the selection list for entering time study days.	Edits & Auditing
Building	The building number, where the contract is stating work will be performed. ** Possibly phased out next school year. Migrating toward the Admin building field in General Information.	Initial Load & Auditing
Hours	Hours Per Day the staff is contracted.	
Days	Contracted Days.	A19
FTE Type	Certificated or Classified.	System Edits
Contract Type	0-4. Determines what kind of contract. 0 = Base Contract. Requires Days & Salary. (Cert or Clas) 1 = Cert. Supplemental. No Days/Hours Required, Only Salary Required. 2 = Cert. Supplemental. Requires Days & Salary. 3 = Clas. Supplemental. No Days/Hours Required, Only Salary Required. 4 = Cert. Supplemental. Requires Days, Hours & Salary. Extended Learning	A19 & Edits

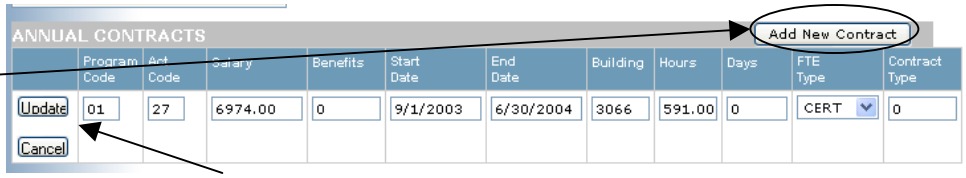
Deleting A Contract

To delete a contract, you use the controls located on the left side of the row that the contract is listed. Click on the Delete link, the page will refresh and the row will be gone. If the contract is not displayed in the grid, it will not be used for the A19.



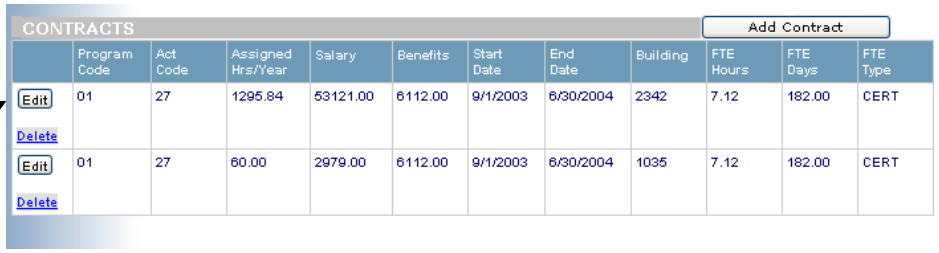
Adding a Contract

To add a contract, Click on the ***Add New Contract*** button. This will refresh the screen, and will display with the fields ready for entry. Type in the required data and click on ***the update/save*** button. This will refresh the screen, save the data, and display with the changes.



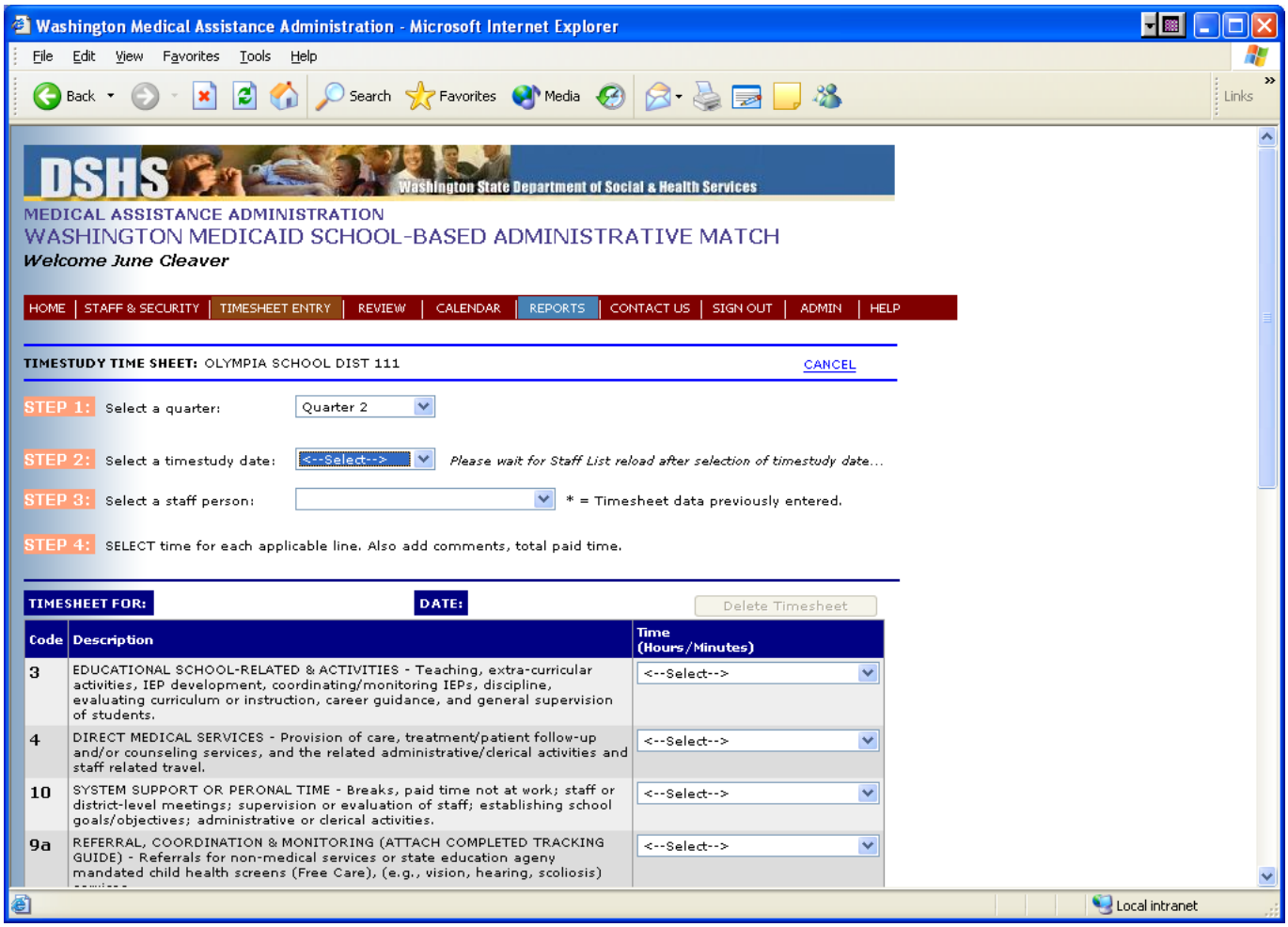
Editing a Contract

Just like adding a contract, except you start the process by clicking on the ***Edit*** button located on the left. The rest of the process is the same as described above in Adding a new contract.



Time Sheet Entry

This is where time is entered for each timestudy day. The form should resemble what is below:



Step1

Select the appropriate timestudy quarter. The default is the current quarter as of the day you are entering it, but you can change it to a previous quarter (if it is not closed to data entry). No timestudy days will be available until this step is completed.

Step 2

Select a timestudy day. Click on the dropdown selector, and choose which day you are going to enter time. The sample days your district, or organization, were given by MAA will be in the list. No staff names will be available in the next step until a day is selected.

Step 3

Now select a staff member. Only those staff members who are eligible for the selected day will be displayed in the list.

Some instances where staff might be missing from the list are: (See Staff & Security Data)

1) Hired after the selected timestudy day.
2) Terminated before the selected timestudy day.
3) Staff member is marked as ineligible
4) Staff member is not entered in the staff listing.

For both #1 and #2, verify the Time Study day falls in between the Start and End dates of at leat one of the contracts for the staff member in question.

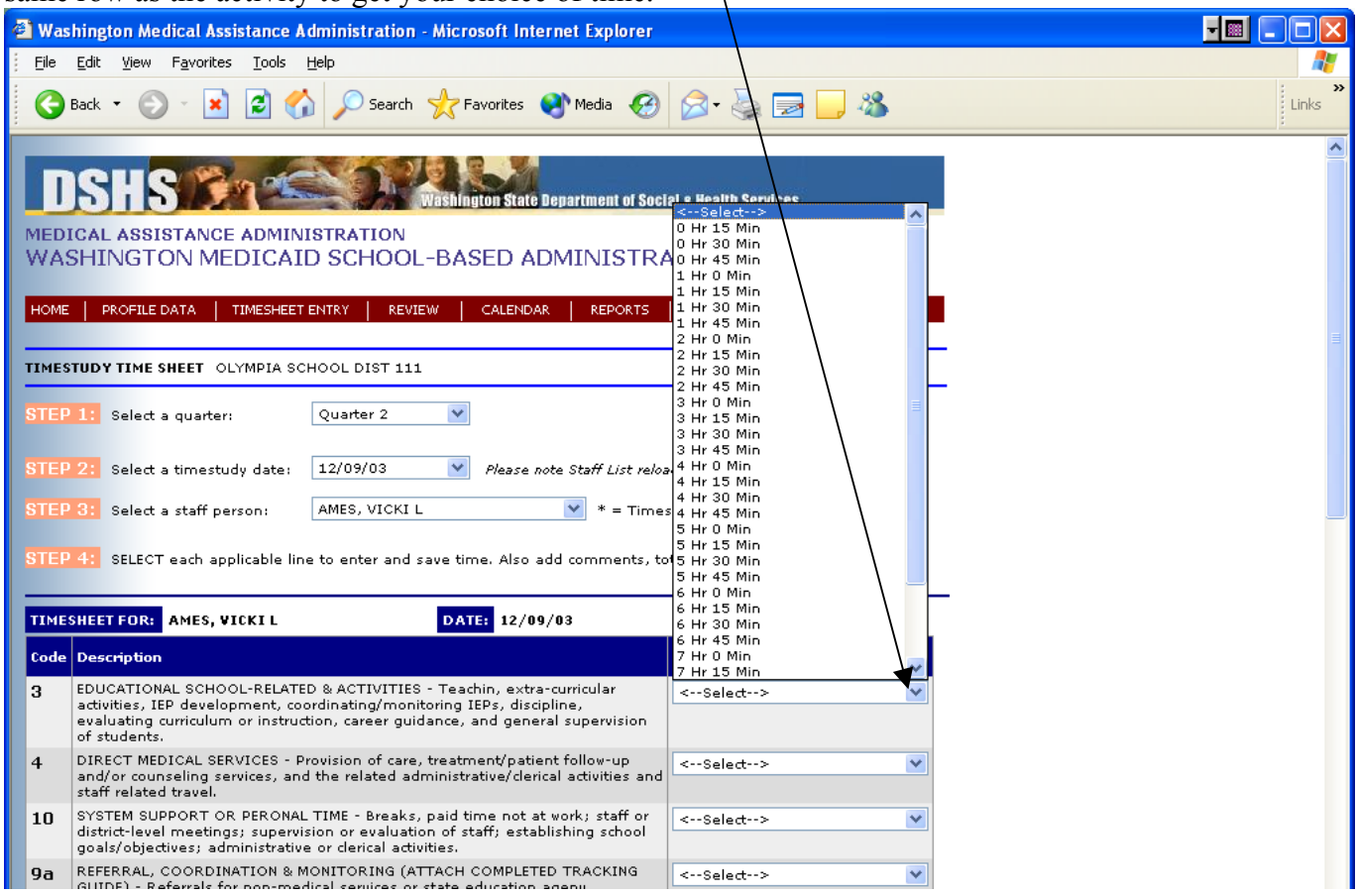
Step 4

Entering the time for each appropriate activity.

Key points:

1) **ONLY** enter time in activities you did on this particular timestudy day.
2) You **MUST** account for your entire workday, not just reimbursable activities.
3) You **DO NOT** need to enter zeros in activities you did not perform.

To add time reporting to an activity line, click on the drop down selection in the right hand column of the same row as the activity to get your choice of time.

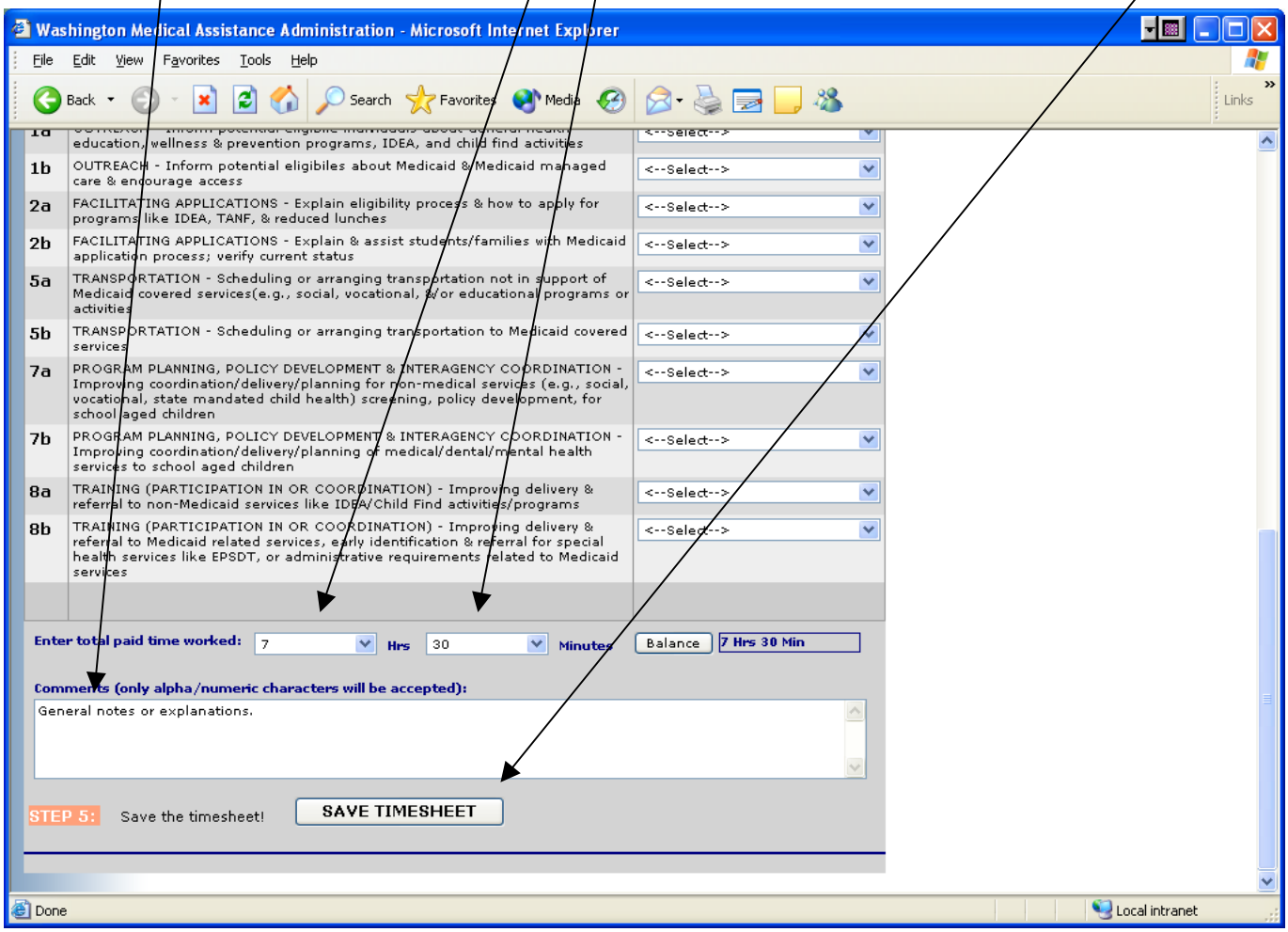


Totaling the day's time.
Located at the bottom of the detailed time codes, is a drop down selector to enter the paid time worked(contracted hours). Enter the paid time worked and click on the ***Balance*** button. This ***Balance*** will total the detail lines of your actual work day. It should be the same or greater than the paid time entered. The save button will not be available until time reported is the same or greater than the paid time value.

Comments.
There is a comment box for recording any text notes from the paper worksheet that may need to be saved. This is optional and for general information.

Step 5

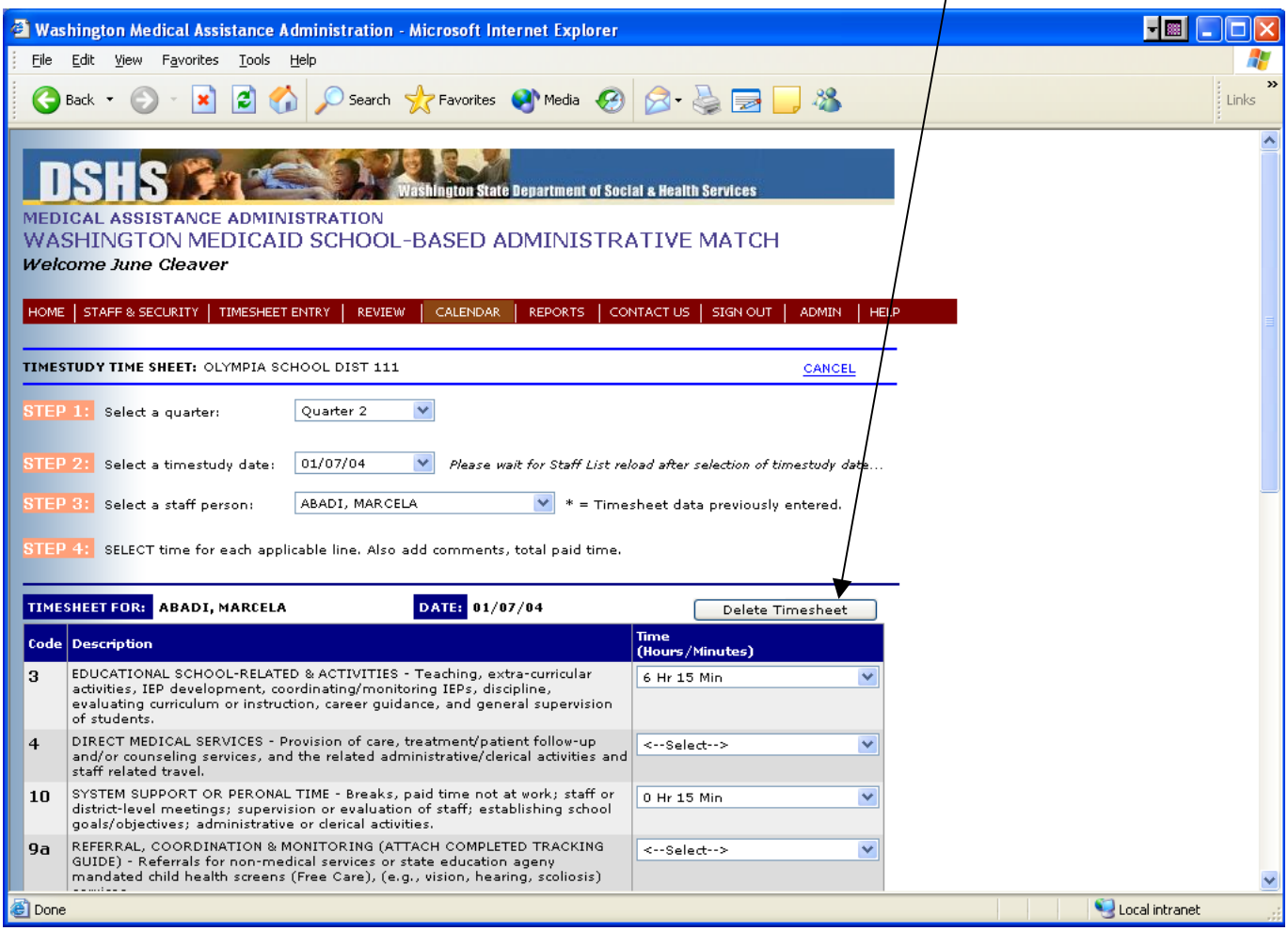
Saving the time Entry. DO NOT FORGET to save the time entry. Click on the "***Save Timesheet***" button to save your entries. Otherwise, they will not appear on the reports.



How Do I Delete a Time Sheet?

If you have entered time for an individual, and wish to remove the entry, there is a way to accomplish this task.

1) Select the Quarter, Time Study date, and person to select the individual time sheet desired.
2) If this is an existing time sheet entry, a "Delete Timesheet" button will appear.



3) Click on the button, and the timesheet will be deleted.

Time Approvals – Electronic Sign Off

Overview

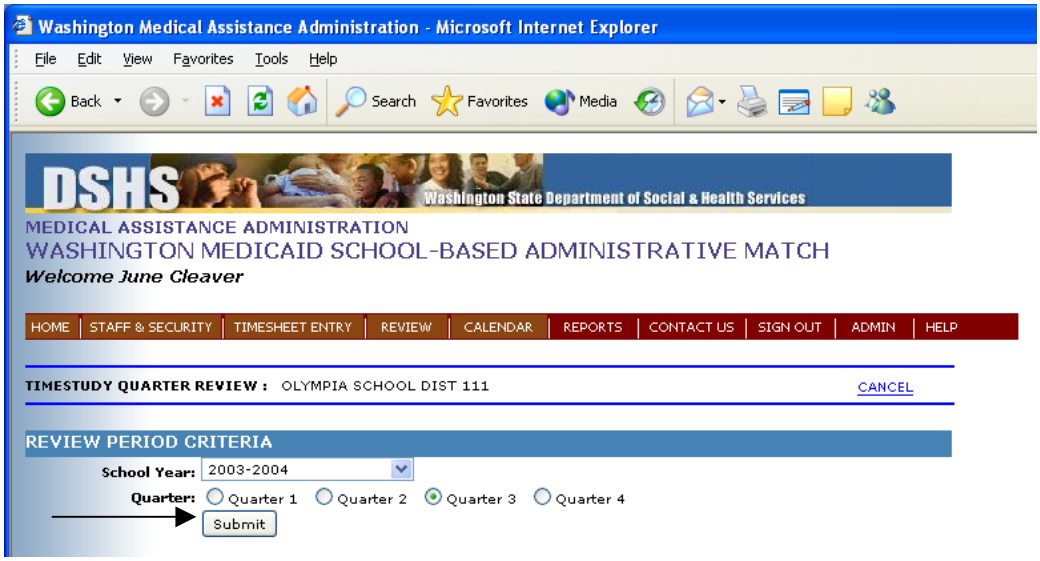
This is the process that tracks the status of the quarterly time study review. No paper invoice is submitted to MAA until both the school district and MAA have had an opportunity to review the submitted time entry.

MAA reserves the right to question time submissions for compliance with program guidelines.

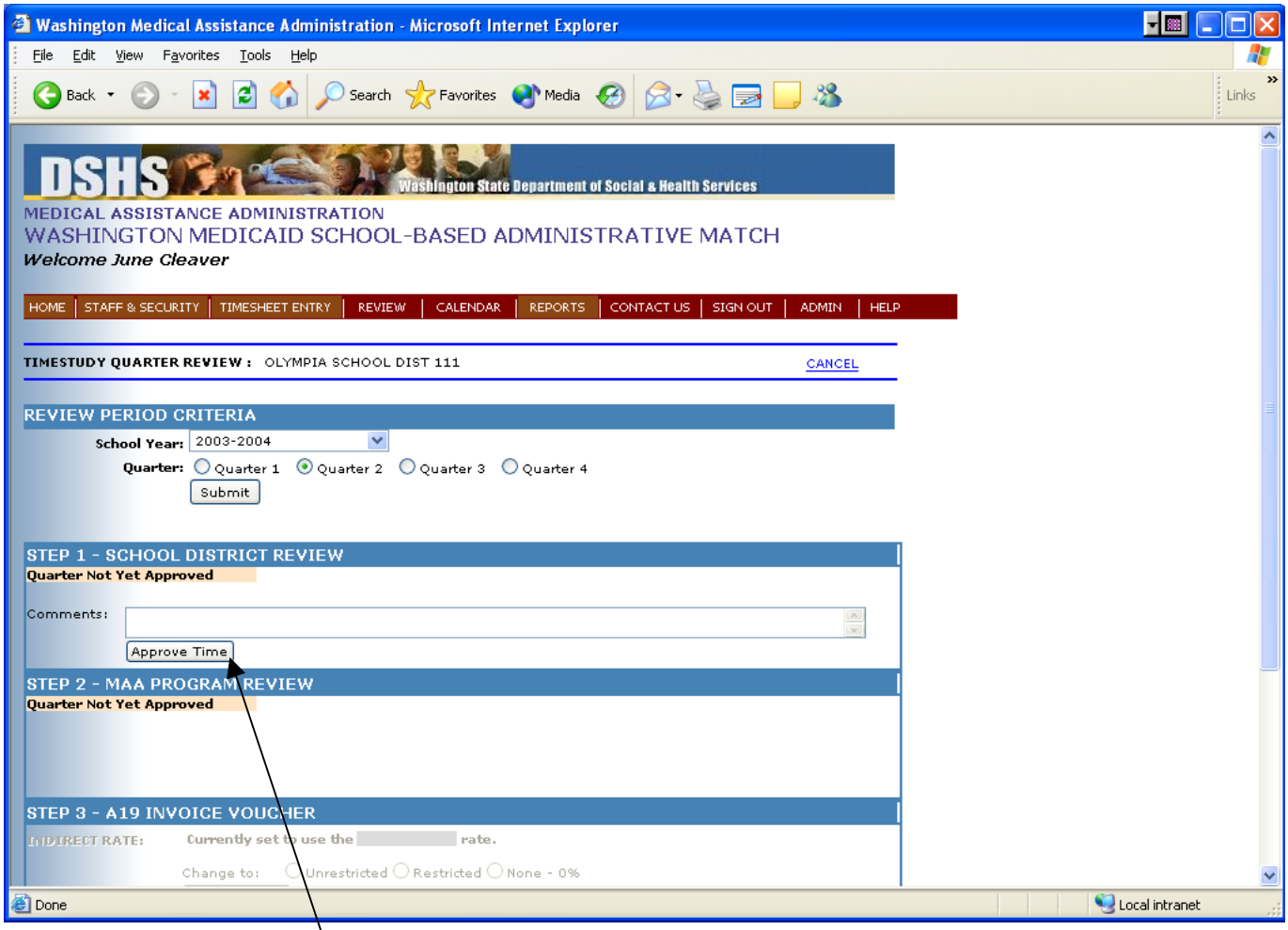
Step 1: Coordinator Reviews the Districts Time

The first step is for the designated District Coordinator to review the reports provided for the time study submissions and contract review. There are several reports available that will assist in the review process. There is an individual detail report, a quarterly summary by individual, a detail report by building and a report displaying contracts with federal program codes. When the designated coordinator is satisfied the time reporting and contract details follow the program guidelines, they will approve the time.

To do to this, click on the "Approvals" menu item. This will display the options below. Select the school year, click on the desired quarter and press the "submit" button.



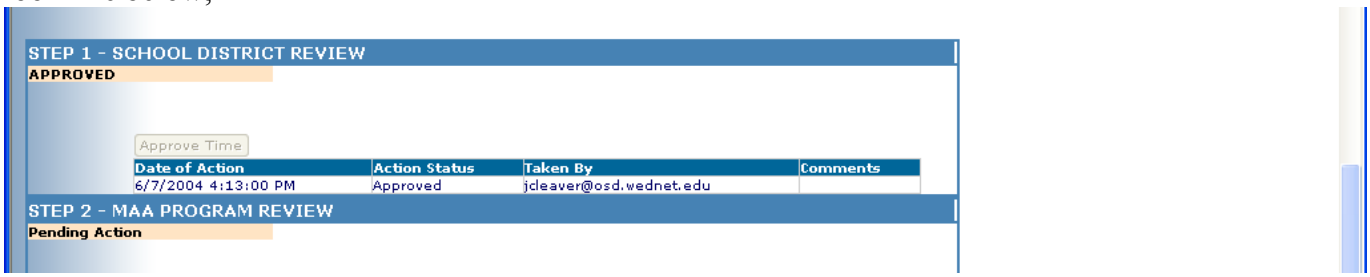
Next, the screen will refresh with the review steps; seen below.



The designated coordinator will now type in any comments they wish to communicate with the MAA staff, and press the "Approve Time" button. The districts time sheets for the selected quarter are NOW LOCKED. No one can alter the time entry for the approved quarter. It is now MAA's responsibility to review the district's time entry.

Step 2: MAA Reviews the Time

The district approves their time, and MAA now reviews the submitted time. The review page will now look like below;

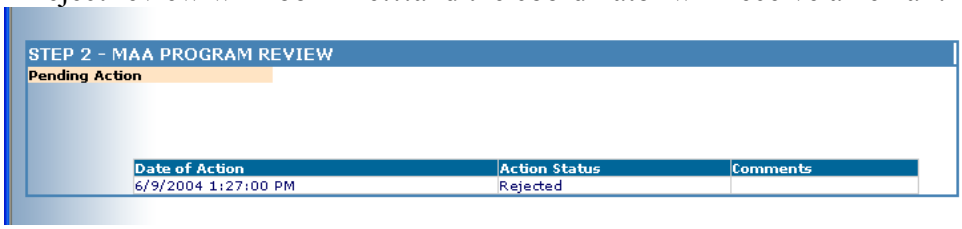


There are only two possible outcomes. Either MAA will approve the time, or MAA will reject the submitted time and submit questions to the coordinator for further explanation and clarification. Either way, an e-mail is sent to the coordinator stating what action MAA has taken (Approve/Reject).

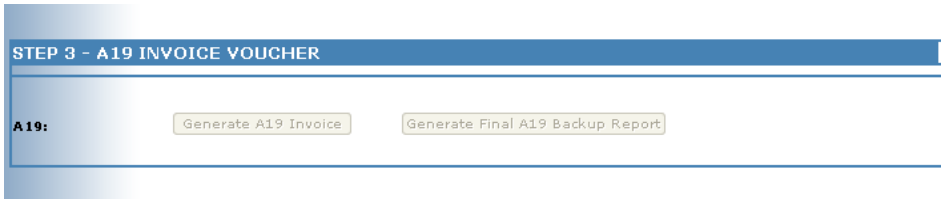
If approved, the designated coordinator now proceeds to Step 3.

If rejected, the time sheets are UNLOCKED and the coordinator approval is invalidated. It is now up to the coordinator to address the questions or concerns MAA has posted and possibly e-mailed to the coordinator. When the issues are answered (comments in the coordinator approval), the designated coordinator will again "Approve Time" for MAA review.

A reject review will look like…and the coordinator will receive an email.



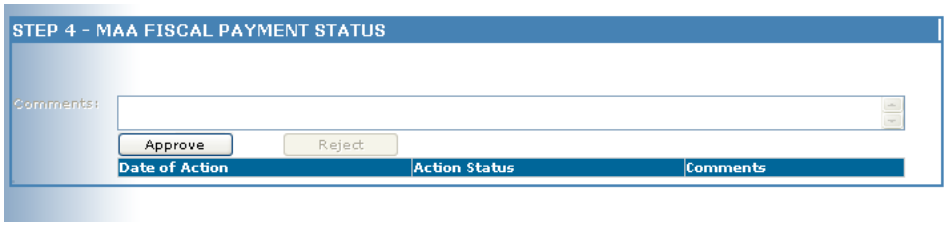
Step 3: The district prints the A19 invoice **and the accompanying** backup report **after MAA approval**.



The district reviews, and signs the A19 invoice. The backup report must accompany the signed invoice.

Step 4: MAA Records when A19 has been submitted for Payment

MAA will post to this area when the invoice has been submitted for payment.

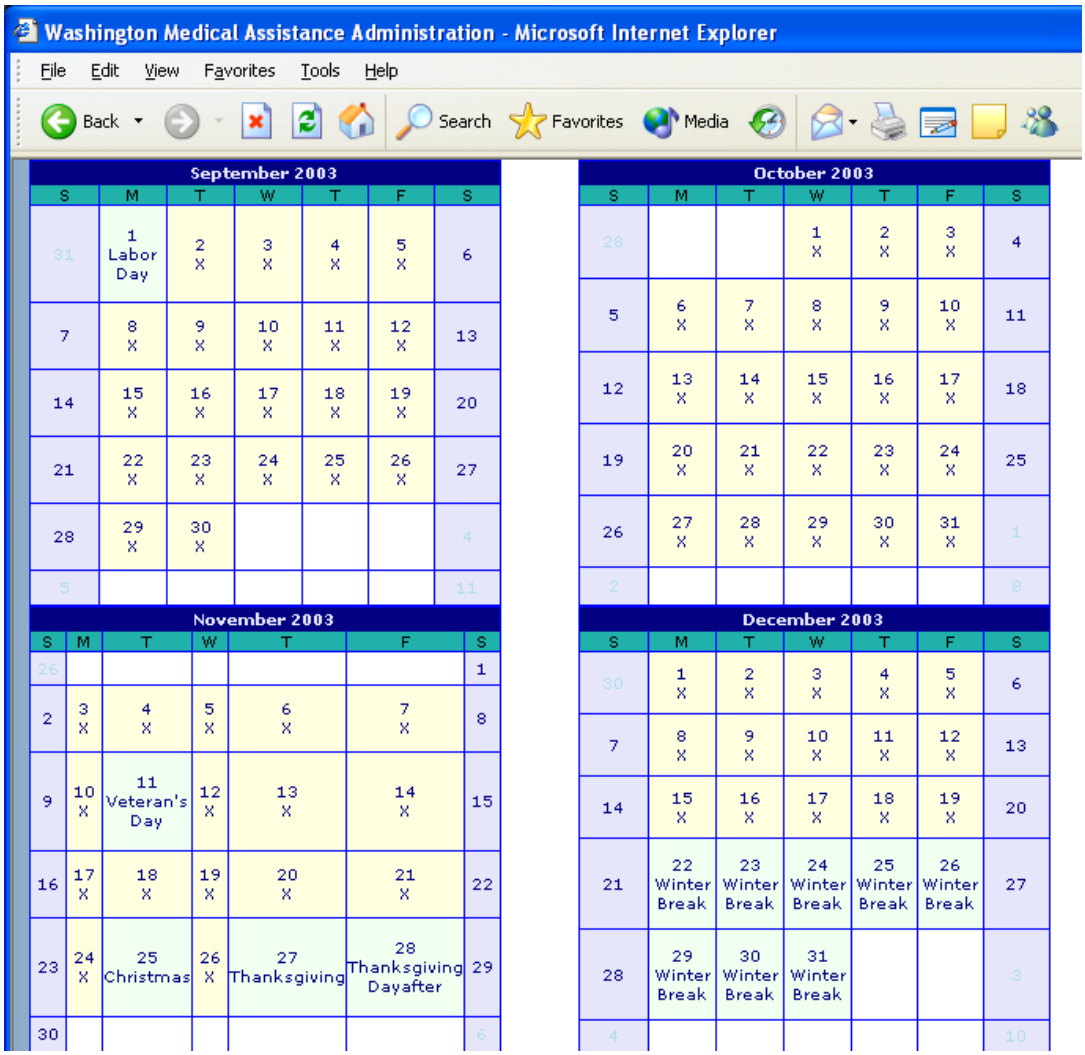


Calendar

This is the tool for maintaining your organization's calendar for issuing timestudy days. Since holidays and breaks are the only time exempt, it is important to record these so MAA does not issue a timestudy day for these them.

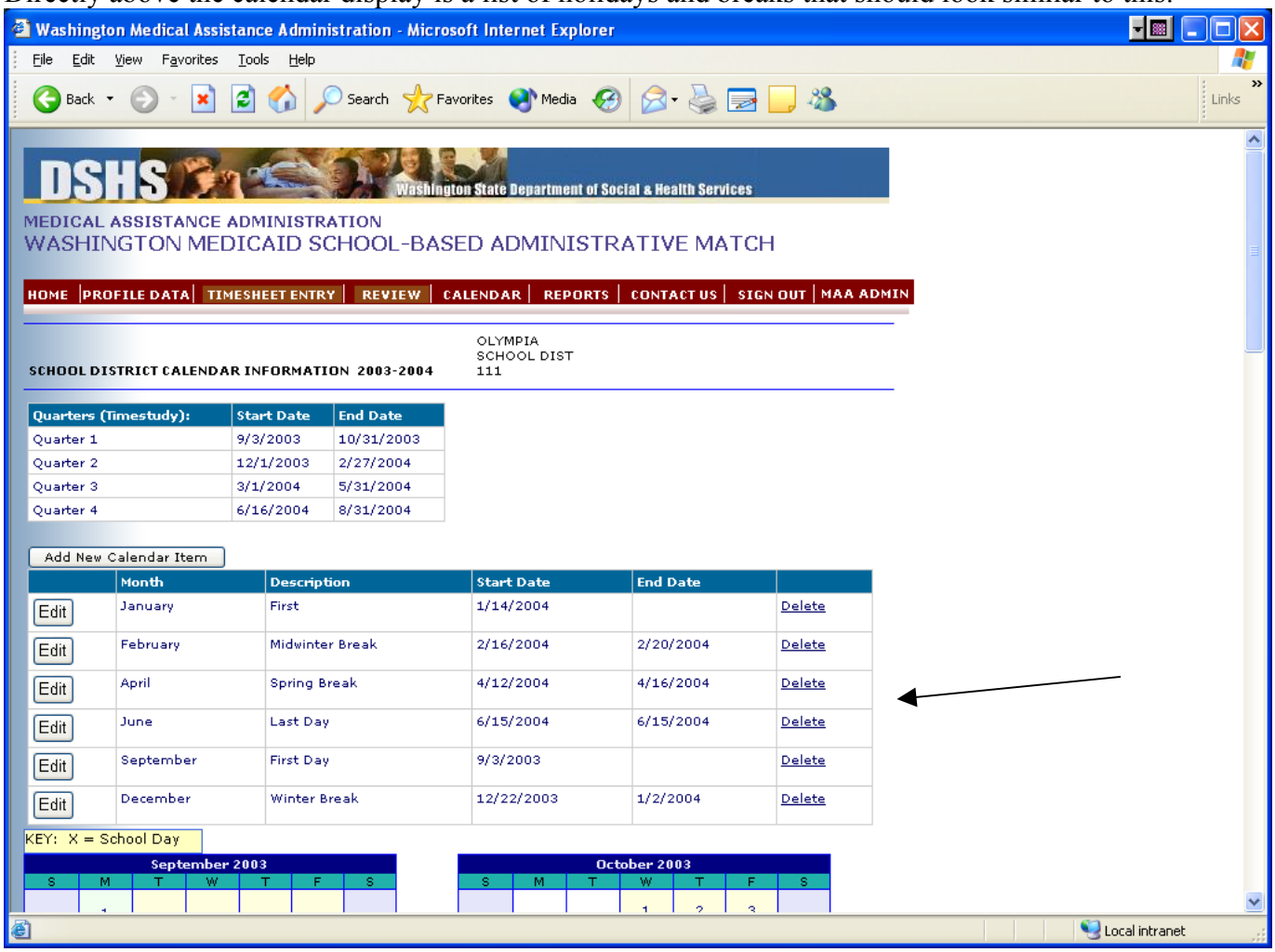
A couple of highlights to remember:

1) ONLY add holidays. See MAA instructions regarding other days.
2) There is a day counter to the right of the quarters list. This will help verify the calendar is correct by showing the number of workdays between the start and end date. The start and end dates are included in the count.
3) The visual display of the calendars is displayed below. An "x" in the day indicates a workday (including In-Service days, professional days, and all contracted days).
4) If the timestudy days have been assigned, the calendar for that quarter and prior is locked.



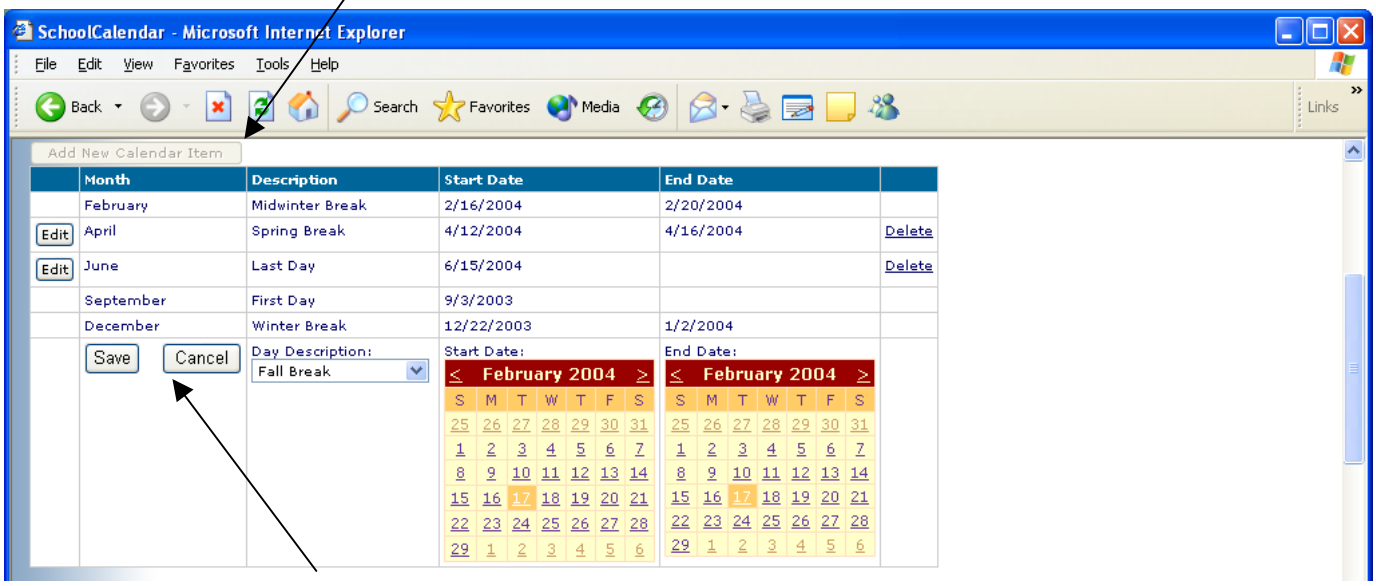
How to Add a Holiday or Break to the Calendar

Directly above the calendar display is a list of holidays and breaks that should look similar to this:



Step 1: ADD

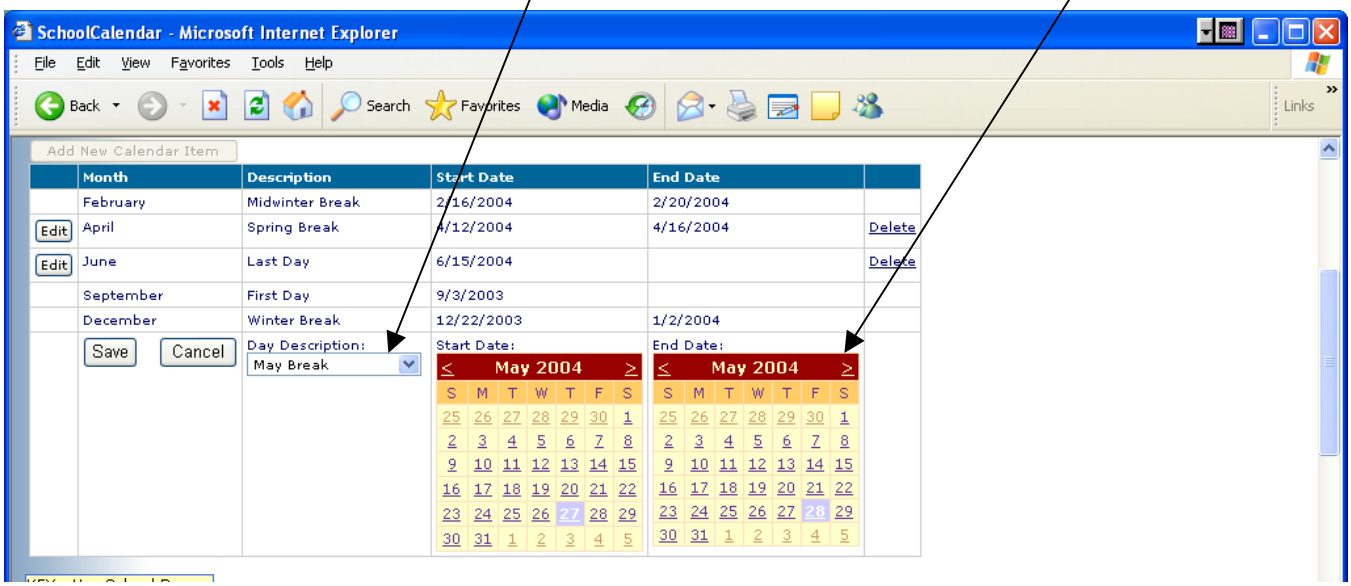
Click on the Add New Calendar Item button. A new row should appear and display as follows:



Step2: ADD

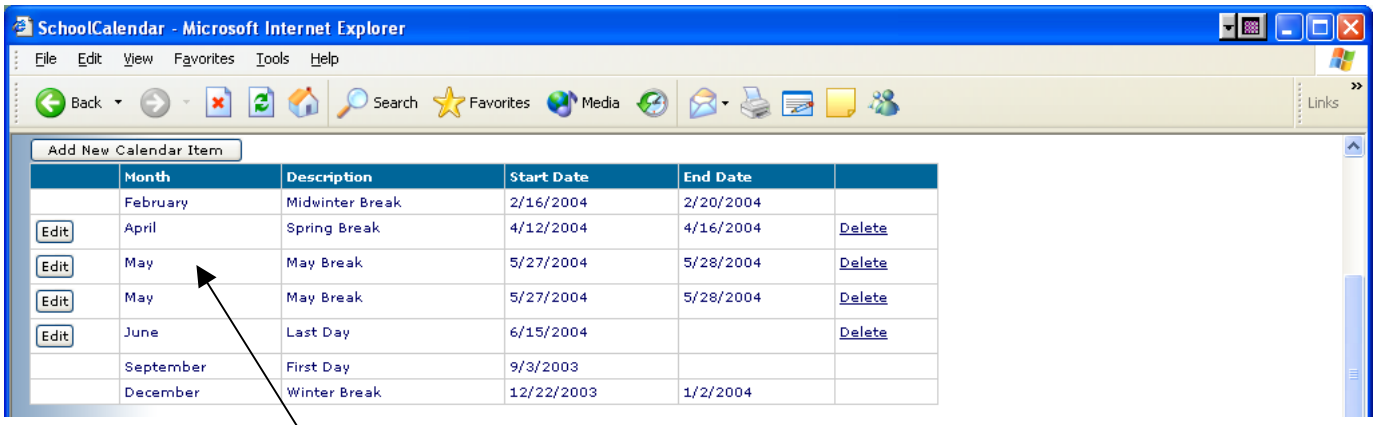
Select a descriptor from the drop-down selection list (Day description drop down near the center of the screen).

Use the calendar controls for the start and end date columns to set the dates. The arrows at the top left and top right of the orange/red calendars scroll through the months. When you are at the correct month, click on the desired day. The selected day should turn purple. After you have selected the days, you are ready to save. Your selections (in color and display) should look similar to the sample below: (Note: Each click on the calendar requires a repaint, wait after click.)



Description is entered, and days are selected (shown in purple).

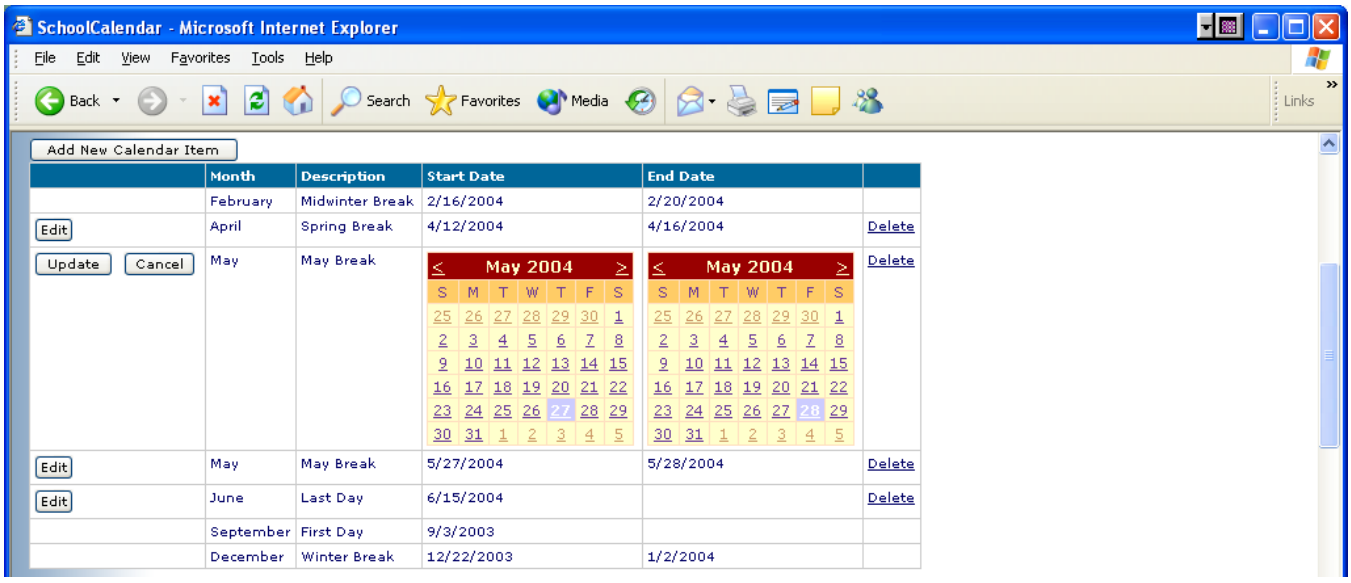
Step 3: ADD
Now click on the Save button to the left of your entries. Wait for the screen to repaint for the display to refresh with the updates. The display is reset and the calendar days now look like this.



You can see the new May Break entry located on the third line.

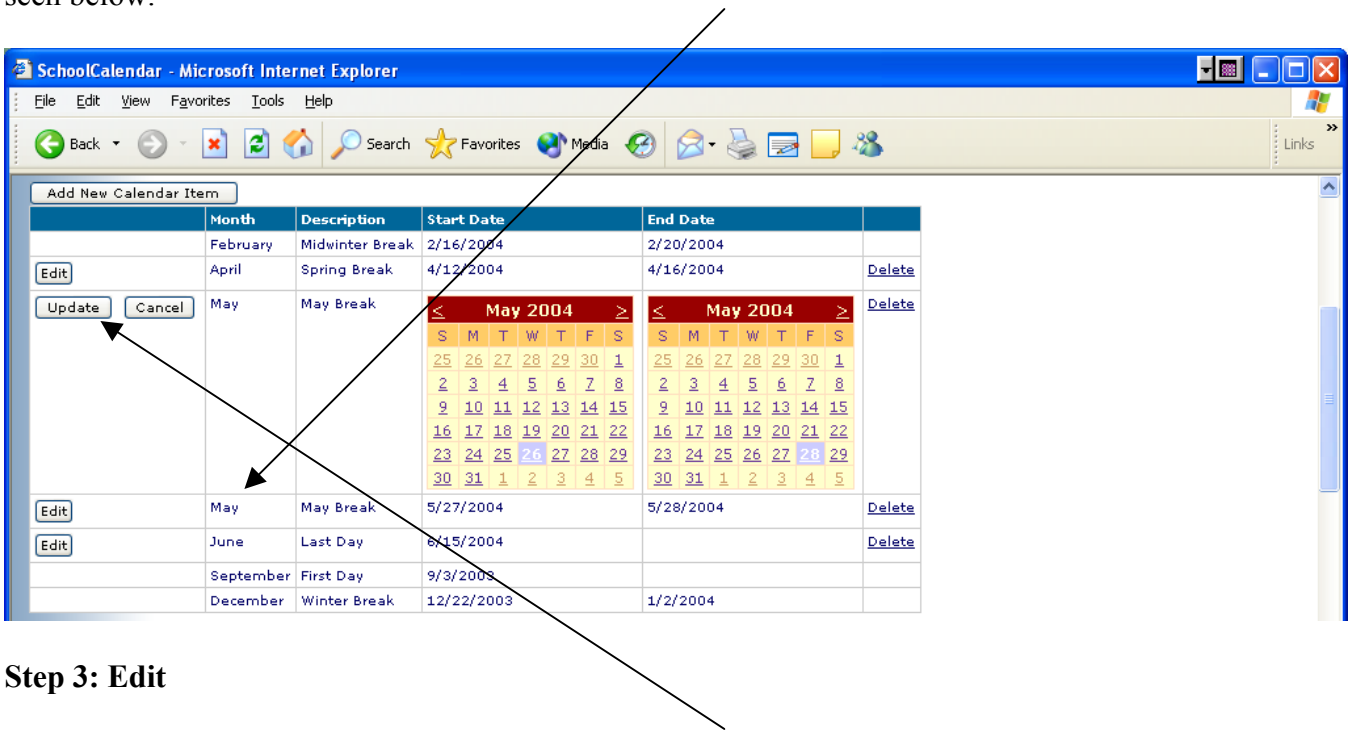
How to Edit or Change a Holiday/Break for the Calendar

Step 1: Edit
Choose the day that you need to change. Choose the new May Break just entered. Click on the Edit button to the left of the day. Wait for the screen to refresh and it now looks like:



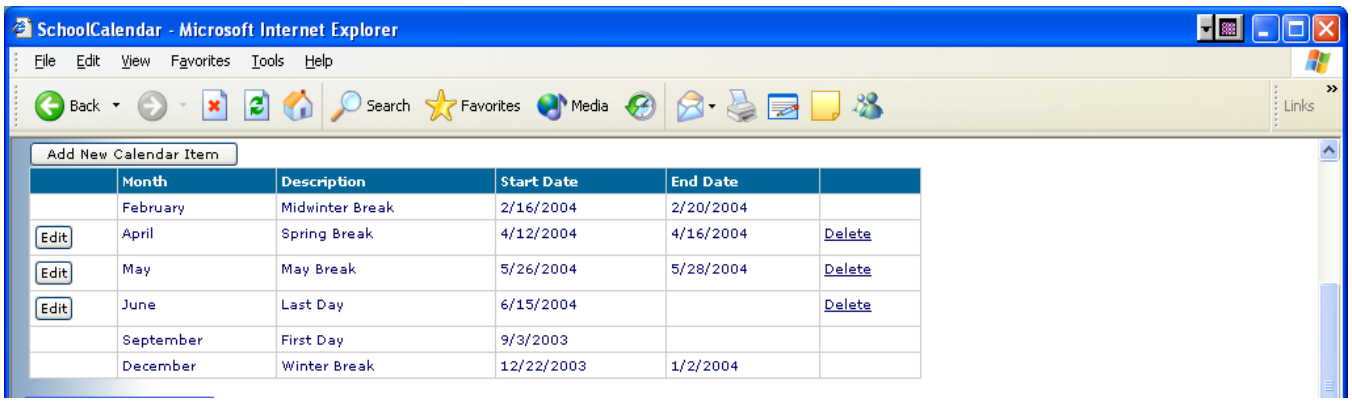
Step 2: Edit

It now looks just like when you are entering a new day. You can change the days. The new selections are seen below.



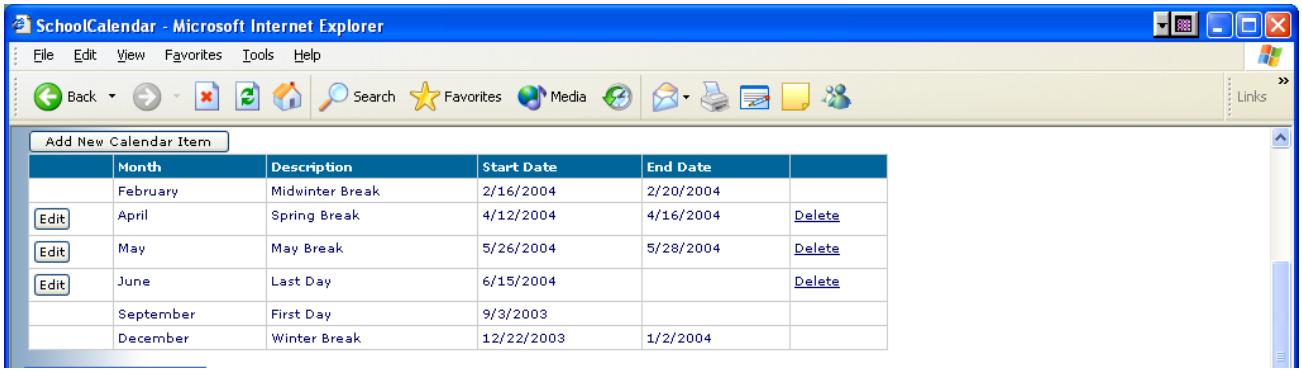
Step 3: Edit

Now, when you are sure of your selection, click on the Update button on the left side of the row and your changes are made.



How to Delete a Holiday/Break from the Calendar

This is simpler than the previous options. In this example, you can delete the First Day previously added and edited.



	Month	Description	Start Date	End Date	
	February	Midwinter Break	2/16/2004	2/20/2004	
Edit	April	Spring Break	4/12/2004	4/16/2004	Delete
Edit	May	May Break	5/26/2004	5/28/2004	Delete
Edit	June	Last Day	6/15/2004		Delete
	September	First Day	9/3/2003		
	December	Winter Break	12/22/2003	1/2/2004	

If the day is not locked (because timestudy days were issued for this quarter), all you need to do is click on the Delete button located on the right hand column, in the same row as the day you want discard. When you click the Delete, the day disappears, the screen refreshes and the day is gone.

	Month	Description	Start Date	End Date	
	February	Midwinter Break	2/16/2004	2/20/2004	
Edit	April	Spring Break	4/12/2004	4/16/2004	Delete
Edit	June	Last Day	6/15/2004		Delete
	September	First Day	9/3/2003		
	December	Winter Break	12/22/2003	1/2/2004	

Reports

Reports is the menu item for getting summarized information from the system. The report selections row is a menu of links to the listed report options.

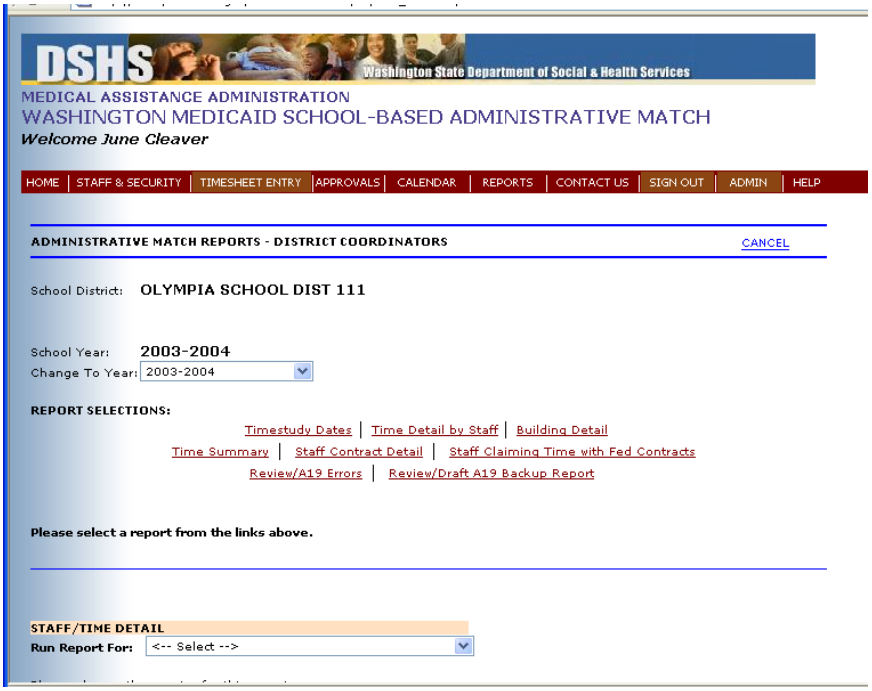
Remember: ** Verify the School Year being reported.

Time Study Dates:
This report displays all the assigned time study days to-date for the current school year.

Time Detail By Staff:
Depending on your selection and user type, this will display either a selected staff members time or all staff.

Filter Rules:
Coordinators: All District staff.
Building Coord.: Building Staff
Staff User: ONLY their time.

Time Summary:
This is the ONE line summary of time entered for each staff member. Filter rules apply.



Building Detail:
This is a detail listing of time reported by building, by day with a district total. Filter rules apply.

Staff Contract Detail:
This is a report by selected staff or ALL staff. It prints out the contract details seen on the staff and security menu. Be careful, print the detail for all staff could be quite large.

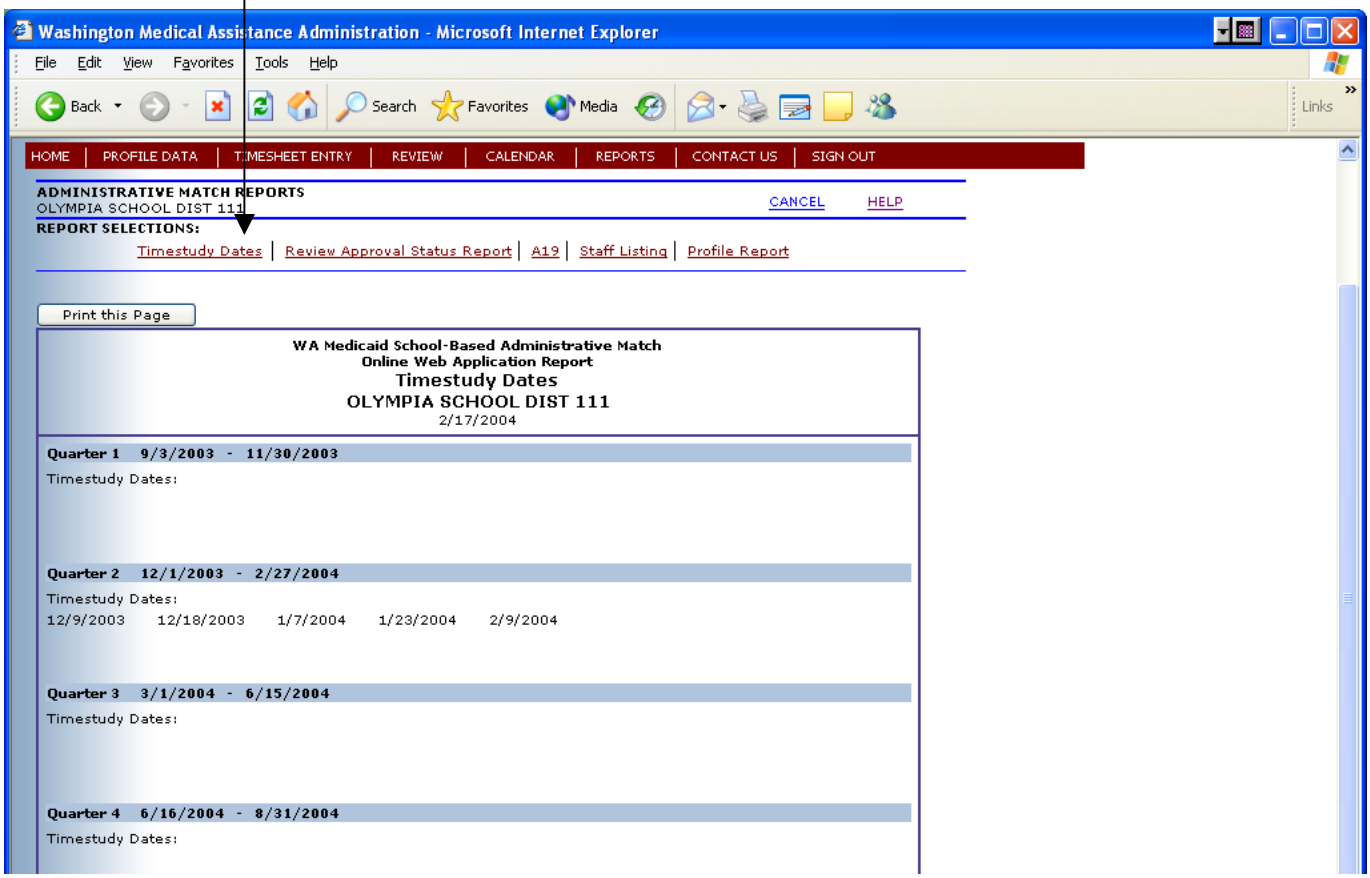
Staff Claiming Time with federal Contracst:
This report shows staff members that have program codes classified as “federal” in the OSPI manual. These are not eligible for AdMatch, and should be removed.

Review/A19 Errors:
This report shows staff with errors in the contract detail lines that will exclude the staff member from being listed on the A19.

Review/Draft A19 Backup Report Detail:
This is a draft copy of the A19 backup report. It is available for the coordinators to run and review prior to the actual review and approval process. Good tool to evaluate time reporting and contract issues.

To Retrieve Timestudy Dates: Coordinator ONLY

Click on the Timestudy Dates link. The screen will repaint and the display should look similar:

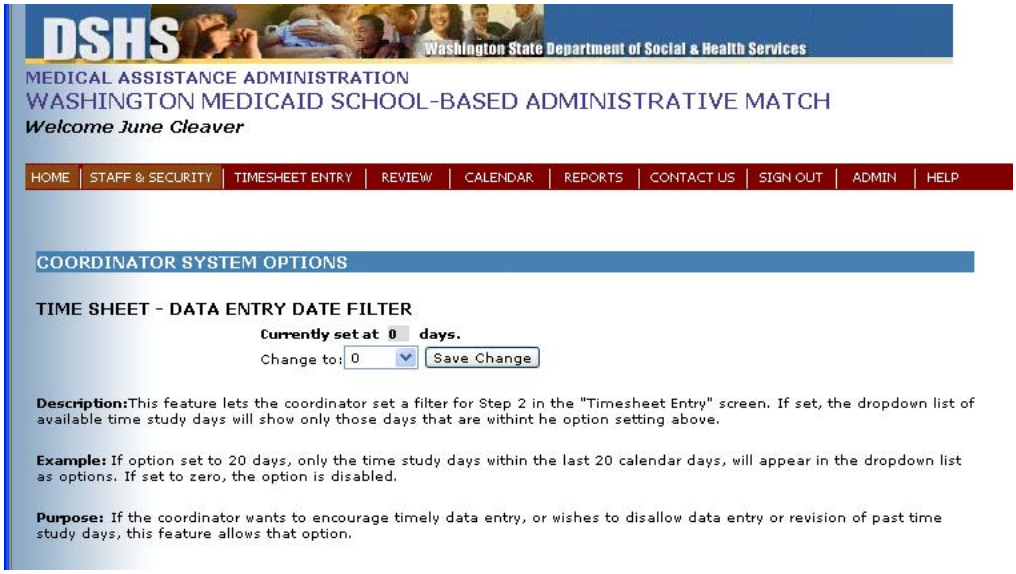


Now, click on the Print This Page button, located at the top right of the timestudy display. This will take you to a print page. If the print dialog box does not display, click on File | Print and print the report. This is intended ONLY for the coordinators to coordinate timestudy days.

Coordinator Admin Functions

There is an "Admin" menu item on the red menu bar, near the right hand side. This is only for coordinators. There are settings that affect your district usage of the AdMatch system.

Time Sheet – Data Entry Date Filter



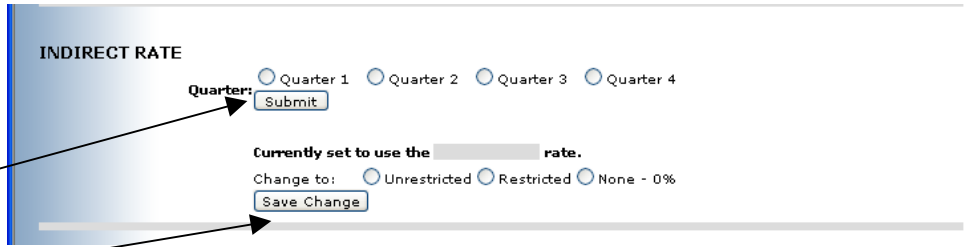
This feature is for controlling access to past time study sheets. Zero means it is NOT turned on.

Time Sheet – Default Paid Time

Use this setting to create a default entry for **new** time sheets. If most staff have a paid time of 7.5 hours, setting this to 7 hours, 30 min, will save some time when entering new time sheets, for the paid time will be entered already.

Indirect Rate

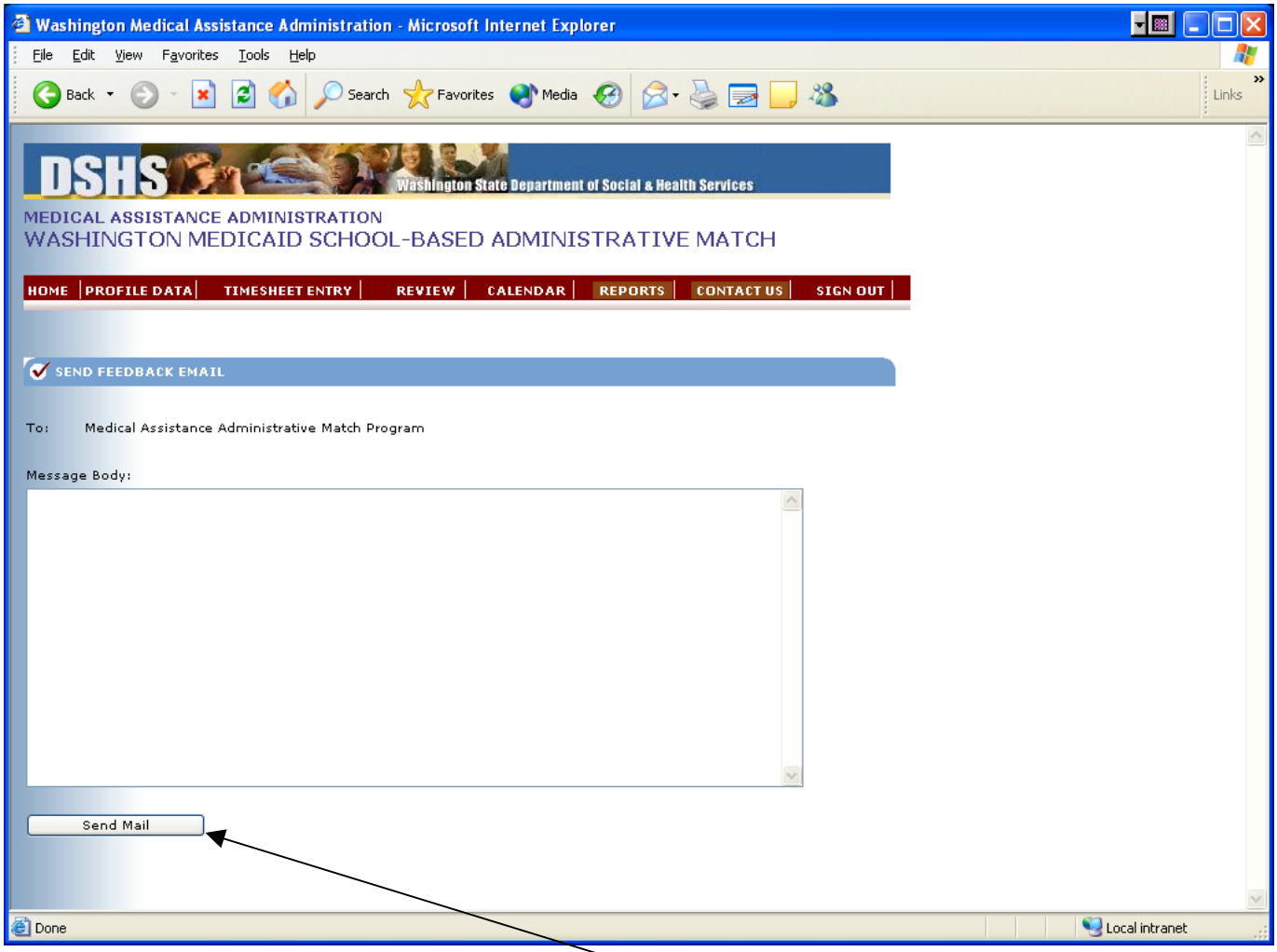
This is where the district coordinator chooses which indirect rate to use for the A19, for the selected quarter/year. You select the quarter, and click **submit** to see current selection. Next, select the indirect option, and **Save Change**.



Contact Us

This is the tool that sends an email to MAA staff. ***Why should I use this instead of a regular email?*** The message is logged and delivered to a shared email folder that is checked several times a day by more than one person. If you only send to an individual, they may not be in the office, and therefore your email could get delayed or missed. But, if you use this tool, you will get a timely response. This is where you would request new timestudy days, pose questions, provide feedback, or whatever. This will aid you, in that MAA will be better able to track your correspondence and provide timely service.

The screen should look like the one below:



Directions:

Type your message in the message body box and press Send Mail. That's it! You do not need to try and keep up an address list if you use this tool.

Sign Out

Closing your browser window MAY NOT be enough! Though it will close the window, there are still possible security breaches remaining. The internet session on the server will not end for 60 minutes after activity is ended.

Using the “Sign Off” menu option is highly recommended, and ensures the connection to the application is terminated. This will ensure that if someone is on the same computer after you, the login screen cannot be bypassed because of an open connection.

Go to the red main menu on top, and click on Sign Out.

Appendix A – Document Update History

Version 1.4 4/2/2004 Brian Coolidge

- ✓ Revised section "Adding Staff". There was an error in describing how to, and an accompanying application fix on 4/2/2004 to warn users of replacing vs: adding staff.
- ✓ Added sections on Managing Contracts.

Version 1.5 6/18/2004 Brian Coolidge

- ✓ Revised section "Reports". Added the additional reports available.
- ✓ Added section "Review" and approvals.
- ✓ Added section "Admin" for coordinator system options.

Version 1.6 7/15/2004 Brian Coolidge

- ✓ Section "Reports". Added description of "Staff claiming time with Federal Contracts".
- ✓ Section "Approvals". Minor grammer.
- ✓ Section "Staff & Contracts". Added topic "Deleteing staff and contracts in bulk". Minor editions.